

UUCB Wedding Ceremony/ Reception Rental Contract

Unitarian Universalist Church of
Birmingham

4300 Hampton Heights Drive
Birmingham Alabama 35209

Phone: 205-945-8109
E-mail: office@uucbham.org

Rental Fees

**Wedding Service \$750 _____
(includes sexton, bridal party rooms,
2 hours for service/ 1 hour for rehearsal)

Reception \$120 per hour _____
(includes sexton)

Kitchen flat rate \$30 _____

Piano \$75 flat rate _____

*Building
Coordinator Fee \$100 flat rate _____

Sound System \$50 per 2 hours _____
(Requires UUCB Tech)

Security Deposit \$200. _____
(Returned after room is accessed as cleaned)

Total fees _____

Deposit (1/2 to hold reservation) _____
(Date_____)

Final payment _____
(Date_____)

Security Deposit returned
(Date_____)

Note: Cancellation Fee: \$100
Change of date Fee:\$25

**Wedding Ceremonies performed by
clergy not affiliated with UUCB must be
approved by the Settled Minister before
contract can be signed.

Office use only

Comments _____



UNITARIAN
UNIVERSALIST
CHURCH OF
BIRMINGHAM



Renter Information

Today's Date _____

Purpose of Rental Wedding

Date (s) of Rental _____

Time of Rental _____

Number of Guests expected _____

Name _____

Address _____

City, State and Zip _____

Telephone _____

Email _____

Officiant:

UUCB Settled Minister

Other

Clergy Name and Contact Information

Conditions of Contract

Will alcohol be served at this event? _____

If "Yes" renter must provide proof of liability insurance in the amount of \$1,000,000 (one million dollars). UUCB must be listed as additionally insured (please attach proof to contract).

UUCB doesn't not allow the sale of alcohol on the property at any time.

A certified Security Office is required at the renter's expense for Alcohol consumption on the property. (Security recommendations are available upon request.)

A 50%.deposit with a signed contract is required to hold requested date. Rental balance and Security deposits are due at least fifteen (15) days before your event.

The UUCB reserves the right to cancel any scheduled event if found to be misrepresented or opposed to UU principles. During the event, the Sexton reserves the right to end the event for unruly behavior or misrepresentation of purpose for rental.

___ Renter agrees to comply with contract

___ Renter agrees to honor the time of rental and end event in the time contracted.

___ Renter agrees alcohol will not be served to minors or persons visibly intoxicated.

___ Absolutely no use of illegal drugs are permitted on the church grounds or in the building.

___ No smoking in the building or on the balconies.

___ Renter agrees to contract (1) certified Security Officer for the first 100 guests, and an additional (1) up to 200 guests when alcohol will be served.

___ Renter understands set up for event may be arranged during office working hours if available, any extra time required for set up or tear down will necessitate additional hours of a paid Sexton (\$20/hour)

___ Renter acknowledges any unruly behavior or fighting will result in the party immediately ending with no return of security deposit.

___ Security deposit will be released when the room is inspected and determined that no damage has resulted.

___ Security deposit will be kept if the renter does not assist in putting the room back in the set up required.

The renter agrees to assume all responsibility for any accidents resulting in injury to persons or damage to property during its occupancy of the facilities. In this regard, the renter does hereby further agree to release the UUCB, its officers, members, employees and agents jointly and severally, from any and all claims, causes of action, injuries, damages, costs, or expenses arising out of its use of the UUCB property and facilities including, without limitation, those based upon death, bodily injury, and property damage including consequential damages. The undersigned renter agrees further to indemnify and save harmless the UUCB, its officers, members, employees and agents jointly and severally from any such costs, damages, including consequential damages, expenses, and legal fees which may at any time arise in the future in connection with the use of the UUCB property and/or facilities by the undersigned organization renting the UUCB's facilities.

I have received, understand, and agree to follow UUCB's Building Use Policy and terms of this Rental Contract.

Renter's
Signature _____

Church
Representative _____